

U.S. Department of Energy

OAK RIDGE OPERATIONS OFFICE

ANNOUNCEMENT

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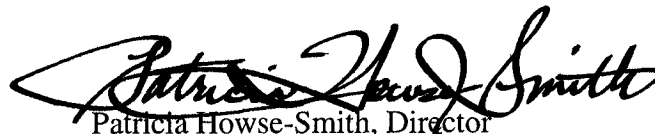
SUBJECT: REIMBURSEMENT FOR PROFESSIONAL CREDENTIALS

On October 1, 2003, the Oak Ridge Operations Office (ORO) implemented its pilot program for the reimbursement of professional credentials. The program allowed ORO to reimburse employees up to \$350 per fiscal year for expenses incurred to obtain professional credentials deemed advantageous to the government.

In mid 2004, the Internal Revenue Service (IRS) issued an interpretation of the legislation that provides for reimbursement for professional credentials stating that only initial fees paid to obtain licenses and certifications are reimbursable; renewal fees are not covered. In June 2004, the Headquarters Office of Management, Budget, and Evaluation (OMBE) issued a set of Questions and Answers pertaining to reimbursement for professional credentials which is available at their website at <http://www.ma.mbe.doe.gov/pol/Creds.htm>.

We had been holding requests for reimbursement for professional credentials that were received this fiscal year in hopes of a reversal of the IRS interpretation. However, we have recently learned that the Office of Personnel Management has accepted the position of the IRS on this issue. Consequently, to remain compliant with legislative requirements, we must limit reimbursement for professional credentials only to those for initial fees.

If you have any questions regarding this policy, please contact Edward Dunbar at (865) 576-0670.



Patricia Howse-Smith, Director
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